FST Infrastructure for Financial Officers

How FST jurisdiction and system participation is determined

Updated October 11, 2013
BEFORE FST

- Faculty Office
- Research Financial Mgmt. Services
- Payroll / HR
- P-Card Administration
- Central Travel Desk
- Accounts Payable
- Procurement Services
- VPRIR
AFTER FST

Pre-award

Researcher

Research Financial Mgmt. Services

Financial Service Team

Payroll / HR

Procurement Services

Faculty Office

P-Card Administration

Central Travel Desk

Accounts Payable
AFTER FST

Dr. Smith

Research Financial Mgmt. Services

Pre-award

Which FST ??

Payroll / HR

Procurement Services

Faculty Office

Central Travel Desk

Accounts Payable

P-Card Administration
Defining a FST within system

- Characteristics of each FST
  - Code (e.g. ENG04)
  - Faculty/Unit affiliation (e.g. Engineering)
  - FST Manager* with coordinates
  - FST support member(s)
  - Electronic approvals for Advances & Expense Reports

* Key contact for Researcher and Financial Services
Defining FST jurisdiction

- Might be determined by Department

[Diagram showing ORG A, ORG B, and ORG C connected to ENG01, ENG02, and ENG03]
Defining FST jurisdiction

- Might be determined by physical location

  - Bldg A → MED01
  - Bldg B → MED02
  - Bldg C → MED03
Defining FST jurisdiction

- Might be determined by other ways
  - Workload
  - Fund Type (operating vs. research)
  - Etc.

- Jurisdiction is decided by:
  - the Financial Officer
  - Authority is dictated by the FFM’s primary ORG per tenure track position
### How FST jurisdiction is assigned

<table>
<thead>
<tr>
<th>WHAT</th>
<th>WHO</th>
<th>HOW</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assign FFM to FST</td>
<td>Financial Officer</td>
<td>Minerva FST Administration menu</td>
<td>Prof Cooper ↓ ENG01</td>
</tr>
</tbody>
</table>

Note: only funds associated to the FFM's primary appointment org will be assigned to a FST. If FFM has funds that are under a different org, a FST override is required.
Financial Services Team (FST) Administration

Use this form to query a list of FFMs and their assigned Financial Services Team (FST Code) and to update the assignment, if necessary.

1. Use any combination of search criteria (Orgn Code, FST Code, or McGill ID of FFM).
2. By default, the search displays only Active FFMs (those with at least one currently active fund) but you can remove the default checkmark to show inactive FFMs as well.
3. Click Submit.
4. You may use the Sort by drop down list to choose how the results are displayed.

To make updates, including comments:

- If no FST has been assigned, click on the ADD NEW link and follow the onscreen instructions.
- To change the current FST assignment, click on the FST code link, e.g. ART01 and follow the onscreen instructions.

Note: If you think the Orgn Code assigned to an FFM is incorrect, please contact Fisecurity.acct@mcgill.ca.

<table>
<thead>
<tr>
<th>Orgn Code</th>
<th>Orgn Description</th>
<th>FFM McGill ID</th>
<th>FFM Name</th>
<th>FFM Building</th>
<th>FST Code (default)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>00152</td>
<td>Chemical Engineering</td>
<td>150840584</td>
<td>Berk/Dimitrios</td>
<td>Wong Building</td>
<td>3610 University</td>
<td>ADD NEW</td>
</tr>
<tr>
<td>00152</td>
<td>Chemical Engineering</td>
<td>150810713</td>
<td>Cooper/David G</td>
<td>Wong Building</td>
<td>3610 University</td>
<td>ADD NEW</td>
</tr>
<tr>
<td>00152</td>
<td>Chemical Engineering</td>
<td>119447457</td>
<td>Coulombe/Sylvain</td>
<td>Wong Building</td>
<td>3610 University</td>
<td>ADD NEW</td>
</tr>
<tr>
<td>00152</td>
<td>Chemical Engineering</td>
<td>150017690</td>
<td>Dealy/John Michael</td>
<td>Wong Building</td>
<td>3610 University</td>
<td>ADD NEW</td>
</tr>
<tr>
<td>00152</td>
<td>Chemical Engineering</td>
<td>260039690</td>
<td>Hill/Regan James</td>
<td>Wong Building</td>
<td>Room 3060 3610 University</td>
<td>ADD NEW</td>
</tr>
<tr>
<td>00152</td>
<td>Chemical Engineering</td>
<td>260294707</td>
<td>Jones/Elizabeth A.V.</td>
<td>Wong Building</td>
<td>Room: 4220 3610 University</td>
<td>ADD NEW</td>
</tr>
<tr>
<td>00152</td>
<td>Chemical Engineering</td>
<td>150039712</td>
<td>Kamal/Musa R</td>
<td>Wong Building</td>
<td>3610 University</td>
<td>ADD NEW</td>
</tr>
<tr>
<td>00152</td>
<td>Chemical Engineering</td>
<td>150840188</td>
<td>Knabe/George J</td>
<td>Wong Building</td>
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Financial Services Team (FST) Administration

Use this form to query a list of FFM codes and their assigned Financial Services Team (FST Code) and to update the assignment, if necessary.

1. Use any combination of search criteria (Orgn Code, FST Code, or McGill ID of FFM).
   By default, the search displays only Active FFM codes (those with at least one currently active fund), but you can remove the default checkmark to show inactive FFM codes as well.
2. Click Submit.
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<td>All</td>
<td>FTMFUND McGill Fund Options</td>
<td>Prof Cooper’s funds: 224571 → ENG01 (default) 210802 → ENG01 (default) 213895 → ENG01 (default)</td>
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<tr>
<td>Override or Disable FST for a Fund Code</td>
<td>Financial Officer- email <a href="mailto:fissecurity.acct@mcmill.ca">fissecurity.acct@mcmill.ca</a></td>
<td>FTMFUND McGill Fund Options</td>
<td>224571 → ENG02 (override)</td>
</tr>
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FTMFUND:
How will the FST field help?

- Financial Services can informally get the FST Manager in the loop!
- Allow for appropriate level of participation in the system
- Grant or Expense Report inquiries can be directed to the FST Manager of the Fund Code in question
- Streamline formal communications
- Tailored reporting & monitoring
FST Jurisdiction: Impact on Advances/Expense Reports

- Electronic routing based on fund charged
  - If more than 1 fund, only **one** FST is the selected approver even if crosses FST jurisdiction, based on priority
- Paper routing
  - ‘Send to’ address on printable requests
- Approval/disapproval capabilities (FSTM)
- Proxy capabilities (FO or FSTM within Faculty)
- Query capabilities (FSTM & FST support)
Important Points

- Fund exceptions vs. additional FSTs
- Key point of contact for FST infrastructure (e.g. FST membership, jurisdiction exceptions, FFM missing extra) is FISsecurity.acct@mcgill.ca
- Ongoing maintenance is critical!
  - New Fund Financial Managers
  - Fund level exceptions are current
  - FST Manager & Support membership
Important Points

- Resources on Financial Services website
  - Info for FFO page
    - How-To Query & Maintain FST jurisdiction
    - Resources and Tools for Updating FST Memberships
  - Reporting page
    - Funds & balances within FST Jurisdiction report
Questions?

Thank you for your time!